



PARK MANAGER I

Characteristics of Work

This is administrative and supervisory work in coordinating and directing the operation of a Class I state park. Incumbents in this occupational class are responsible for the supervision of a small park within the state system and exercise authority over the entire staff of the assigned park. Supervision is received from the District Manager or other administrative supervisor.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Prepares the annual park budget.

Administers and ensures the enforcement of all orders and laws of the Department in which employed and the State of Mississippi.

Appoints and removes all employees of the assigned park with the approval of the administrative superior.

Supervises and manages all employees of the assigned park.

Develops and implements a complete program of recreational activities within the park.

Supervises and performs the operational maintenance of state park land and of facilities within the park.

Prepares the necessary forms, reports, and records as prescribed by the administrative superior to ensure an accurate accounting of all funds received and expended within the park.

Greets the public as required, providing information on facilities, rules and regulations, and related subjects.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Manages and supervises the administrative duties in the functioning of park facilities and the work force.
2. Insures safety and security of all park visitors, employees and facilities.
3. Supervises and manages overall park and associated facilities.
4. Provides public relations program for the park.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations are possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; and walk. The incumbent is frequently required to sit; and reach with hands and arms. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in management, recreation and parks administration, or a related field;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in management, recreation and parks administration, or a related field;

AND

Experience:

One (1) year of experience in work related to the above-described duties;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Five (5) years of experience in work related to the above described duties.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), related experience and related education may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.